



# Residential Rental Property Inspection Program Instructions

In order to obtain or renew a residential rental property license, the owner or Property Management Company must comply with the following:

1. Provide each tenant with a copy of the Rental Inspection Checklist. Copies of this document in English, Spanish, Russian and Ukrainian are available at Wood Village City Hall located at 24200 NE Halsey St, Wood Village, OR 97060 and on our website [www.WoodVillageOR.gov](http://www.WoodVillageOR.gov) . Please provide the appropriate language to your tenants to permit them to respond.
2. Please sign a statement that all existing tenants have received a copy of the Rental Inspection Checklist and that new tenant will receive a copy at the time of occupancy. The statement can be on your stationery, or you can cut and sign the statement below.
3. Provide the City of Wood Village with a copy of the signed statement during the rental license process.

I certify that I have delivered to each existing tenant in rental housing owned or managed by the undersigned a copy of the Rental Inspection Checklist. I certify that new tenants will also be provided a copy of the Rental Inspection Checklist upon occupancy of the rental unit.

Property Owner or Manager

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Phone \_\_\_\_\_

Rental Address \_\_\_\_\_

Acct No \_\_\_\_\_